

COORDINATOR OF FINANCIAL SYSTEMS

Code No.: 3-08-201

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving direction, planning and control of the financial operations of a school district. The Coordinator of Financial Systems oversees the finance, budget support and accounting sections and has responsible charge of revenue producing investments and expenditures of funds in accordance with existing policy and controlling guidelines. This employee serves as a member of the management team in negotiations and oversees personnel operations in the finance and budget area. The Coordinator works under general supervision of the Chief School Business Executive. Direct supervision may be exercised over accounting and finance personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed).

Recommends, implements and interprets fiscal policy adopted by the Superintendent and the Board of Education;

Assists in developing long and short range financial plans;

Assists in oral presentations of District's financial reports and projections of revenue to the Superintendent, Board of Education, and City Council;

Supervises data collections, reduction, and summarization activities essential to compiling and revising the budget in cooperation with the Department of Resource Planning and Allocation;

Directs budget control including collection, custody, investment, disbursement, accounting and auditing operations;

Directs the preparation and disbursement of payrolls for District employees;

Develops and interprets budgetary, accounting, and payroll procedures;

Directs the preparation of government reports and cumulative records resulting from payroll operations;

Supervise and assists in the preparation of all regular and special financial reports regarding income, expenses, and earnings for use by administration, the Board of Education, and educational agencies;

Directs personnel functions including employee interviews and evaluation, training and discipline;

Assists principals and department heads with budget and payroll problems, and provides information useful in planning and controlling funds;

Performs related duties as assigned by the Chief School Business Executive.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles, practices and rational of private financial and managerial accounting; thorough knowledge of the organization, function and financial operations of a large school district; good knowledge of data processing applications in the areas of budget accounting and payroll maintenance; working knowledge of the use and application of statistical principles to the finance area; working knowledge of research procedures; administrative and supervisory skill; ability to establish and maintain effective relationships with district employees; ability to organize and analyze present data in narrative and tabular format; ability to prepare and analyze financial reports, forecasts and statements; ability to communicate clearly and effectively, both orally and in writing; integrity, resourcefulness; good judgment; foresight; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited New York State registered college or university with a Bachelor's degree in Accounting or in Business Administration with a major in Accounting, plus five (5) years of full-time or its part-time equivalent post-graduate experience in budget preparation, budget analysis, financial analysis, management analysis or accounting, two (2) years of which shall have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited New York State registered college or university with a Master's degree in Business Administration, plus three (3) years experience as defined above in (A), two (2) years of which shall have been in a supervisory capacity; OR,
- (C) Possession of a license as a Certified Public Accountant, plus three (3) years experience as defined above in (A), two (2) years of which shall have been in a supervisory capacity;
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

FORMERLY: Director of Budget and Finance

REVISED: September 11, 1986